

JAUNT, Inc.

Facility Maintenance Program

POLICY STATEMENT: JAUNT desires to maintain its facility and equipment for providing public transit to the highest standards financially feasible. Service of the highest quality to our passengers cannot be maintained without the most efficient operating and support program we can provide.

OBJECTIVES: The facilities and equipment used in support of public transit will be maintained at a minimum to the specifications in the operation and maintenance manual provided with the facility. In addition a facility inspector will insure the following routine maintenance and care functions are provided by himself or a contractor:

- 1.) **Overhead Doors** - Each overhead door will be inspected quarterly and lubricated semi annually. In addition the inspector will generate quarterly visual inspection report for any needed repairs.
- 2.) **Plumbing** – The Facility inspector will inspect all plumbing fixtures and associated bi-weekly to insure proper operation and make sure there are no leaks. Any corrosion or poor operation will be noted and scheduled for repair/replacement.
- 3.) **HVAC** – [Water Tower, Tower Sump Water Treatment System, Water source Heat Pumps, Energy Recovery Unit, Water Pumps, Inside Water treatment Systems, Boiler, Garage Waste Oil Heater, Garage unit Heater, etc] These systems will be serviced four times annually, March, June, September and December, The facility Inspector will perform PM responsibilities between those times. All units will be maintained to operate at peak efficiency by Southern Air through a maintenance contract. In addition each system will be inspected monthly by the facility inspector and have air filters cleaned, replaced and dated as appropriate. Outdoor units will be inspected for general operation, debris build up or any other blockages, etc. The Waste oil heaters will also be serviced by the Lead Mechanic according to the above criteria and a contractor for additional repairs.
- 4.) **Generators** – The back-up power systems will be inspected quarterly through a maintenance agreement to insure proper operation, and verify the unit is serviced twice annually as per the contract. IT staff will monitor the Carter Mountain Generator and the Facility Inspector will monitor the Keystone Place Generator.
- 5.) **Painting & Exterior Care** – The maintenance free exterior of the building will be inspected monthly and needed repairs noted and requested. This inspection shall include, but not be limited to: gutters, doors, sidewalks, windows, flashings, roof, vents, all extrusions, caulking, signage and general appearance issues.
- 6.) **Landscaping** – The facility Inspector shall assure that all landscaped areas are maintained to include trimming, grass cutting, weeding, mulching and live growth replacement when needed. Fences shall also be inspected.
- 7.) **Parking Lots**- The parking lots will inspected for large cracks, holes, crumbling, etc. The Inspector will help determine when re-striping and sealing need to be completed. Ice and snow removal from parking lots and walkways shall be coordinated by the Facility Inspector and supplies prepared before the season.

- 8.) **Roof** – Monthly the Facility inspector will inspect all ceilings to look for any stains or other signs of roof failure and inspect outside gutters. Inspecting gutters during hard rains will be important to finding faults.
- 9.) **Building Elevator** – The elevator shall be inspected twice per year and verification of more comprehensive inspections being performed by an official Inspector.
- 10.) **Vehicle Lifts** – The Lead Mechanic will inspect, and lubricate as needed the lifts quarterly.
- 11.) **Wheel Balancer, & Tire Changer** – The Lead Mechanic will arrange for factory calibration and service on this equipment once yearly.
- 12.) **Bus Washing Supplies** – The facility inspector will inspect monthly and arrange for repairing or replacing bus washing equipment and supplies.
- 13.) **Sheds** – Facility Inspector will use the sheds when appropriate to store needed items and twice per year clean out and reorganize them. Ensure buildings are not overgrown with weeds.
- 14.) **Equipment** – Facility Inspector shall maintain all needed tools and equipment. A physical inventory of the grounds and maintenance equipment will be prepared annually and maintained throughout the year.

Each month the facility inspector shall walk the facility noting any and all repairs to both minor and major equipment items and provide the general manager a written report of any item needing service or repair. A log of needed non-urgent repairs shall be maintained and appropriate staff notified periodically to incorporate into budgetary planning. A central location (Receptionist's desk) shall be used to keep a record of any non-planned, non-urgent maintenance needs.

Facility Maintenance Information

- Generator Maintenance Contract – Fidelity Engineering, 410-771-9400
- HVAC Service Contract – Southern Air, 1-800-743-0747 (service calls to central office), (434) 975-2015 local office
- Office Cleaning and outdoor trimming and weeding – See Susan Stevens, Debbie Taylor or Kevan. Christina and Rajilio Rameriz 293-6750. Leave Spanish note (<http://babelfish.altavista.com/tr>) on Janitor closet door.
- Vehicle Lifts – Grey Fulton and Associates (Distributor) (336) 882-7111, Mohawk Lifts - 1-800-833-2006, www.mohawklifts.com, E-Mail: Service@MOHAWKLIFTS.com
- Waste Oil Heater Clean Burn – Morris Distribution, Mark 800-984-9648. Yearly maintenance \$295 plus parts.

Troubleshooting

1. HVAC doesn't work at all
 - Make sure T-Stat red light is lit and not blinking near the Heat pump.
 - Check ***Appropriate*** Circuit Breaker if it is tripped or turned off
 - If breaker is on, flip off, wait a second, flip on to reset unit.
2. No hot water upstairs
 - All hot water is re-circulated from the Boiler. Re-circ pump is on wall with an on/off switch in the same room as boiler. Make sure switch is on.